

Dinesh Kumar Nandipati

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Agraharam, guntur
guntur, Andhra Pradesh

Summary

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skills in order to keep abreast with latest trends and technologies.

Employment History

INTERN

NOVOTEL, VIZAG (ACCOR GROUP) • Visakhapatnam, Andhra Pradesh

04/2013 - 08/2013

- Handling front office.
- Handling of travel desk.
- Organizing of banquet area and coordinating service's to the guest .
- Handling the guest request services.
- Filling of guest details with proper details .
- Solving the complaints raised from guest by coordinating with other departments.

Intern (Research Analyst)

Canon India Pvt.ltd • Bangalore, Karnataka

05/2019 - 08/2019

- Finding the clients with product requirements and approaching them with product details.
- Interacting with clients on brand preference and collecting the feedback.
- We collected data from clients and explain it to backend team to rectify issues in the product.
- Creating a report on client approaches & client issues and presenting a PPT to Manager on weekly basis

Operations Associate

SICAL Logistics • Hyderabad, Telangana

05/2019 - 12/2019

- Handling Operations
- BBIN Operations (Bangladesh, Bhutan,Nepal & India)
- Documentation for Borders
- Bargaining Rates with Vendor
- Releasing the vehicals & Fellowup
- Send Reports to Company on Daily Basis

Operations Associate

ACPL Logistics • Hyderabad, Telangana

08/2020 - Present

- Handling Operaions
- Local Delivery
- Local Collection
- Send reports on Daily Basis to Company
- Billing
- Cash Handling
- Handling System

Professional Skills

- Microsoft Office
- Microsoft Powerpoint
- Excel
- Client Relationship Management
- Problem Resolution
- Microsoft Word
- Microsoft Outlook
- File Management
- Documentation

Education

Masters of Business Administration

NATIONAL SCHOOL OF BUSINESS • Bengaluru, Karnataka

Graduating
06/2019

- Organizing events in college occasions.
- Attending guest lectures.
- Participating in Power point presentations on Business News Analysis.

BACHELOR OF HOTEL MANAGEMENT

SIDDHARTHA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY • Vijayawada,
Andhra Pradesh

Graduated
06/2014

Certifications

- Received Certification on Business Analyst

Languages

- Telugu: Native
- Hindi: Conversational
- English: Fluent
- TAMIL: Conversational